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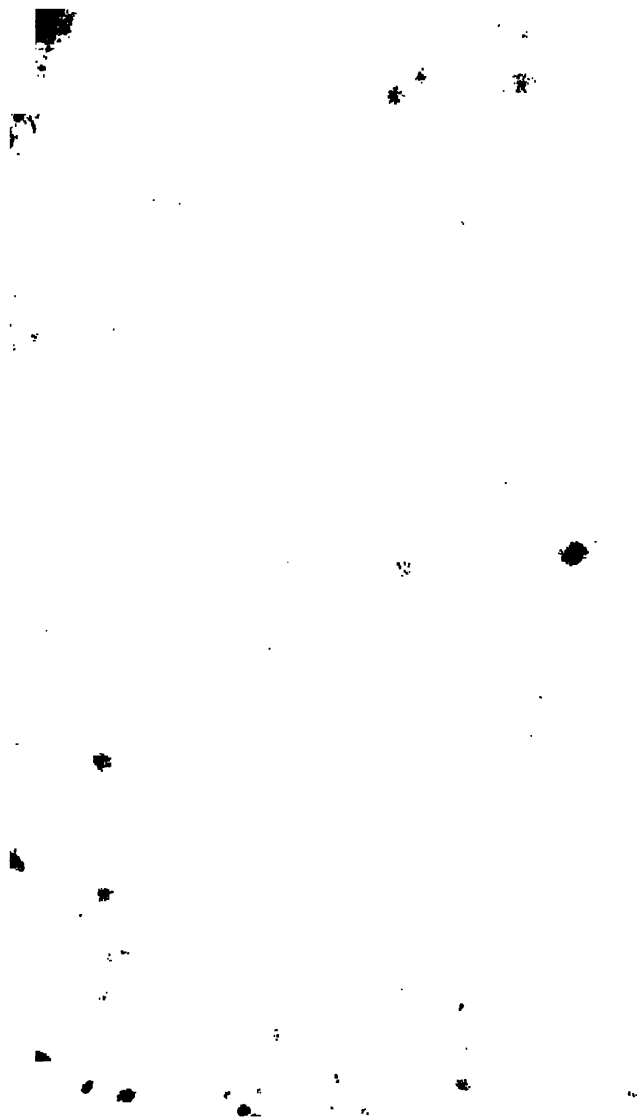




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1835





STENOGRAPHY:

O R,

A CONCISE and PRACTICAL

S Y S T E M

O F

Short-Hand Writing.

By W. WILLIAMSON,

TEACHER of that ART in *London*,

Late of *Edinburgh*.

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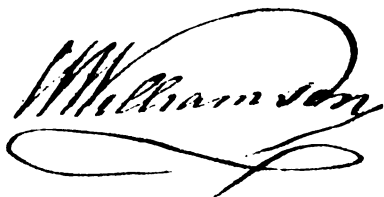
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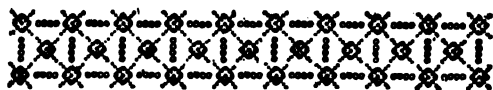
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T H E
P R E F A C E.

WHETHER the Art of Writing was given at first by
 Divine Inspiration, or the mere product of human invention,
 is uncertain, neither is it our business to investigate.—Of all the Arts
 that have been invented, perhaps no one is more useful to mankind
 in general, than the Art of Writing. — Since its first introduction
 into the world, it has undergone
B
various

various alterations and improvements, and is now brought to great perfection both for beauty and convenience.

To point out the advantages that accrue to the world from this useful invention would be entirely unnecessary, this being confirmed by every person's own experience; suffice it to say, the common mode of writing answers every purpose where writing is required, excepting that of taking down a speech from a public speaker, which requires more expedition than Long-hand will admit of. — To obviate this inconveniency, a method of expressing words by characters has been introduced some ages ago, called **SHORT-HAND WRITING**; this, as well as the former, has undergone

undergone a multiplicity of alterations.

Many ingenious men both ancient and modern, have taken no small pains to compose and publish a plan to answer the purpose of writing after a public speaker, and perhaps by the assistance of a good memory, several of these methods may have answered the end proposed *to themselves*, and a few others of uncommon abilities and diligence; but none of our ancient, and very few of our modern writers on this subject, have founded their plan upon simple and rational principles, so as to render it universally useful.

In order to give some reasons for this publication, we shall here take a

ourfory view of a few of the principal fyftems of Stenography that have been publifhed of late years.—We fhall go no farther back than Mr. Welſton's, which made its appearance about forty years ago.—We find his book upon this ſubject ſwelled to a prodigious ſize, containing a multiplicity of rules and an endleſs number of arbitrary characters, which only ſerve to burden the memory ; he made no real improvement upon his predeceſſors, but in ſome reſpects rendered it more complex than ſeveral others that went before him ; yet he appears ſo vain of his work, as to ſay in the introduction, that “ he “ had brought the Art to its utmoſt “ perfection ;” but experience ſhews, there is ſtill room left for improvements in every Art and Science.

The

The next that comes under consideration is Mr. Mc Aulys, which consists of two kinds, what he calls *Long Short-Hand* and *Short Short-Hand*.—He seems to differ but little from the former, though he has not so many rules and arbitrary characters, yet enough to render it obscure and difficult.

It may not be improper here to make a few observations upon those arbitrary characters that most of the systems of Stenography have been crowded with.

It has been said in support of those characters, that the advantages which attend them more than recompence for the trouble of getting them at first by rote.

It is obvious that characters made at random to stand for words and sentences, without having the least connection with the alphabet, are very inconvenient, and ought not to be used, provided the end could be obtained without them: For first, it requires a close attention and long practice to get them fixt in the mind so as to make them readily.

Secondly, Where there are a great number of those Hieroglyphicks, without constant practice, they are soon forgot, and when the writing is laid aside for some time, even the person who wrote it, if he can read it at all, it is with the greatest difficulty.— On the contrary when words are written by the Alphabet alone, tho' laid aside for a number of years, they cannot

cannot be forgot, as the Alphabet, when firmly impressed on the mind, will always be retained.

In those systems where arbitrary characters are made use of, they could by no means do without them, as many of their letters are complex, and do not conveniently join one with another.

Besides the above-mentioned inconveniences, which result from the use of arbitrary characters, in most of the systems of Short-Hand Writing, their Alphabets are improperly chosen, and as improperly applied; for some of the letters are a combination of characters, and these applied to consonants that frequently occur, whereas those that are more

simple, are thrown away upon letters they seldom make use of.

There have been several others published nearly upon the same plan of those just now mentioned, which I shall take no notice of.—Two systems have appeared, wherein they take the formation of the different characters made use of, from the position of the tongue and lips when pronouncing them; but these seem more curious than useful.

The most successful attempt that has been made to remove the prejudices against Short-Hand Writing, occasioned by the perplexed and tedious methods of the different preceding Authors, was that of the late ingenious Mr. Byrom, whose
plan

plan is the only one that has been hitherto published, that could have any chance of being universally adopted; his characters are for the most part easy and properly applied.

None of his predecessors seem to have thought upon the plan of omitting the vowels; some indeed saw no necessity of inserting them, but at the beginning and end of words, and in order to signify them in the middle of a word, took off the pen, and made the following consonant in the vowels place.—Perhaps one reason why they adopted this plan of taking off the pen (which certainly retards the writer very much) is, that their characters did not all join with one another so as to be distinguished.

The

The principal objections made to Mr. Byrom's method are these: The use of more characters than one to express some of the consonants*. —To this objection it may be answered, that in Long-Hand, several of the letters are made in various forms, without the least confusion; but though the letters in Long-Hand are made in different forms, yet the body of the letter is still preserved;—but in Short-Hand, where there is so much dependence upon every letter, and these characters so very different from each other, having more than one character to express each letter, must undoubtedly retard the writing, and render the reading more difficult.—Likewise his rules for contracting

* The intention of which is for the conveniency of joining.

tracting are complex, and cannot be properly attended to when dispatch is required.

By mentioning the difficulties these systems labour under, it is not my intention in the least to detract from the merit of any of the performances of my predecessors, but only to shew wherein this method differs from others.

Though the following Treatise is much on the same principles with Mr. Byrom's, yet I had adopted and taught it for some time before I had the pleasure of seeing his; but if, notwithstanding my assertion, it should be thought that this is only an improvement on Mr. Byrom's, and not originally my own, I shall think it
no

The principal objection to Mr. Byrom's method is the use of more characters to express some of the things. — To this objection it is answered, that in Long-Hand the letters are made in many forms, without the necessity of more characters; but though the letters are made in different forms, the body of the letter is still the same. — In Short-Hand, where there is much dependence upon the form of the letter, and these characters so different from each other, having one character to express many things, must undoubtedly retard the writing, and render the reading difficult. — Likewise his rule

* The intention
of writing.

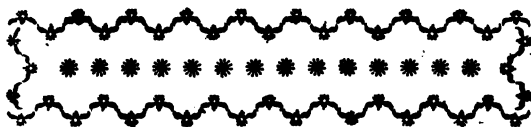
no little honour to have improved on a performance so justly admired.

The great success I have had in teaching of this Art for several years past, gives me great confidence that my method will be approved, as far as the knowledge of it shall be diffused, having had the honour of instructing many gentlemen, who, prior to their acquaintance with me, had acquired the best systems before published, but laid them intirely aside in favour of my method, declaring they could write this in three weeks time after their first application to it, in as complete a manner as they could their former methods, which they had studied attentively, and practised for upwards of two years.

As

As the following plan has met with universal approbation, so far as it has yet been known, the Author complies with the desire of his Pupils (it being chiefly intended for their use) as well as his own inclination in publishing it, not soliciting nor expecting any further favour from the public, than shall appear to be merited by his performance.





STENOGRAPHY.

THE principal excellency of
 T SHORT HAND WRITING
 is *Brevity*, next to that *Simplicity*; to answer these
 ends, the Alphabet should consist of
 as few characters as possible, and
 those on the simplest construction,
 provided they be readily distinguish-
 ed.

In order to secure the end pro-
 posed, we are at liberty to take every
 advantage

advantage that nature affords us, without regard to the minutiae of Orthography, which yet are worthy of attention, when they can be made subservient to this purpose.—As words are conveyed to our ears by sounds, in like manner they may be noted down according to their sound.—Upon this principle the Alphabet may be reduced to a smaller number of letters than are made use of in the English language, and words express'd by fewer letters than are used in the spelling of them.

The English Alphabet consists of twenty ^{five} ~~four~~ letters, six of those are called vowels, and the rest consonants; the vowels have a simple articulate sound, formed by the impulse of the breath and by opening
the

the mouth, so as to give them a distinct modulation; but a consonant cannot be perfectly sounded by itself, but joined with a vowel forms a compound articulate sound by a particular motion of the various organs of Speech.

Before we ascertain the number of letters necessary to be used in expressing the different distinct sounds, it will be proper to consider the English Alphabet.—We shall first examine the vowels and then the consonants.

The vowels have all a soft sound, somewhat similar to each other, pronounced by the breath alone, without that motion of the tongue and lips required in pronouncing
C
the

the consonants.—As the vowels are so very much used that a syllable cannot be written without one or more of them, leaving them out will be of great advantage for saving of time in the writing.—By a little attention it will be found, that the sound of the word may be convey'd, though the vowels are left out in the middle of a word, as also at the beginning and end when they are silent.—This will appear, if we consider,

First, That two consonants in the beginning of a word cannot be express'd without founding a vowel between them.

Secondly, In naming all the consonants we found a vowel either before

before or after; when we pronounce *b*, it sounds *be*, the same is the case with *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *v*, In like manner we found a vowel before *f*, *m*, *n*, *r*, *s*, *x*; when *h* is pronounced, it is the same as *aitch*.

Though we can with safety leave out vowels in the middle of words, (as the consonants will supply them) yet they sometimes sound so strong at the beginning and end of words, that they are necessary to make the consonants convey the proper sound of the word. Example, the word *according*, if the *a* was wanting, it would sound *cording*.—To express the vowels at the beginning and end of words where they sound, a character must be applied, and as nothing can be sooner made than a

dot thus . we shall substitute, the dot, to represent all the vowels when there is a necessity of inserting them.

To determine which of the vowels are meant by this dot, some have recommended the following distinctions, viz. when it is meant for *a* place the dot at the top of the next consonant, when *e*, a little farther down, and so on in the order of the vowels; but these distinctions are so very nice, that they cannot be perfectly attended to, when dispatch is necessary; and by accustoming ourselves to the situation of the dot to give its sound, if misplaced, we read wrong.—It will be found by a little practice, that the consonants going before, or following, will not leave
it

it uncertain, but give the vowel its proper sound, which the word *according*, (before mentioned) will fully demonstrate; suppose we make only a dot for the *a*, in the word *according*, it could not be mistaken for any other vowel, as it would make no other word in the English Language.

Though there is no necessity for distinguishing the vowels when writing English, (which Short Hand is chiefly calculated for) but when writing Latin it will be proper to attend to the above mentioned distinctions. Vid. Plate 1st. No. 1.

Having considered the vowels and affixt a character to represent them, we now proceed to examine the consonants.

The consonants may be reduced to sixteen in number, for first, the letter *c* may be left out, and expressed by *k* or *s*, as it always sounds like one or other of these two letters, except when followed by *h*, which makes a distinct sound, and shall be considered afterwards.—Secondly, *f* and *v* are pronounced with the same organ of speech, only *f* a little softer than *v*, but they will be easily distinguished.—Example, *favour*, suppose it was written thus, *favour*, the word cannot be mistaken, therefore one character will serve for both.—Thirdly, *g* and *j* have the same sound, and may be expressed by one character.—Fourthly, *k* and *q* sounds similar to each other.—Likewise *z* sounds the same as *s* hard.

Our

Our Alphabet then will consist of the following letters, *b, d, f, g, h, k, l, m, n, p, r, s, t, w, x, y**.

After having determined the letters necessary to express the various sounds, it now remains to find characters to represent them.

First, Nature points out four streight lines distinct from each other, viz. a horizontal, a perpendicular, and two oblique lines. Plate 1st. No. 2.

Second, By dividing a circle with a perpendicular line, we have two semicircles; by dividing another
C 4 with

* As *y* is a consonant and has a particular sound when at the beginning of a syllable, we must have a letter to express it.

with a horizontal line, gives us other two semicircles. No. 3.

Third, Another straight line may be procured by making the oblique line to the left, which is applied to *f* when made downwards, stands likewise for *r* when made upwards, the letter going before or following, will shew how it is made, as we make it a fixed rule not to take off the pen till the word is written. Example, *fm rm*. No. 4.

The straight lines and semicircles being now exhausted, and still some characters wanting, in order to supply these we must have recourse to the straight lines, by curving them on each side.—Example, curve the *n* (which is the horizontal line)

on each side, gives two distinct characters, likewise by curving the perpendicular and oblique lines, gives as many as we need*. No. 5 and 6.

In order to facilitate the writing, it will be proper to apply characters to represent a few double consonants that often occur, such as *th*, *sh*, and *ch*.—There is also the terminations *ing* and *tion*, to express these for *ing*, put a dot after *n* thus — and for the plural *ings* thus —: and for *tion* make *fn*.—To avoid coming too far out of the line when we have occasion to make a double *f*,
to

* The curved characters will at first appear difficult to make, but by practice they will be little more trouble in making than the straight lines are, as they are formed by a turn of the pen.

to represent which, see the character for *sifs*.

For the application of the characters, see the Alphabet.

Before the learner makes any attempt towards the joining of the letters, he must have them so impress'd on his mind, as to make any of the letters readily without the least hesitation. — When they are thus impress'd on the mind, the next step is, the joining those letters together in order to write words.

As the joining of the letters is the first, and indeed the only embarrassment the learner meets with, and as the facility of writing wholly depends upon the freedom of making and joining

Joining them, I have given four Plates wherein all the letters are joined together in the easiest and most natural way.—These Plates will be found of more real advantage to a learner, than a number of specimens would have been..

I shall here give an explanation of those Plates, entitled, *The manner of joining the letters.*

Each Plate is divided with a double line into four columns, each column is divided with a single line, on the top of which is the letter there joined to the rest of the Alphabet in alphabetical order.—The left side of each column contains the letters seperately, on the right hand of the column stands the letters

on the left joined together. — When the learner is in the least difficulty how any two letters should be joined, by having recourse to these Plates, he will be instantly informed. Example, to join *b* and *h*, look in the first Plate for *b*, and on the left hand of the column stands *b* and *h* separate; opposite to them on the right you will find *b* and *h* joined; in like manner the proper joining of any two letters may be found.

Concerning



Concerning the WRITING of WORDS.

IT was before observed that the vowels may be left out in the middle of words, as also at the beginning and end when the next consonant will supply them, and only insert such consonants as are absolutely necessary to preserve the sound; for Example, the word *endeavour* may be written thus *ndvr*, by giving these four consonants their proper sound, fully expresses the word; again, *enditure*, by the consonants only thus, *nditr*. Many examples of this nature may be given, but these alone
are

are sufficient to confirm the above observation.

In order to render the whole intelligible, the reader is desired to attend to the following rules, with the examples there given.

R U L E I.

Words must be written according to the sound, without the least regard to spelling.

R U L E II.

All vowels are express'd by a dot thus .; they are never to be used in the middle of a word, but only when they sound strong at the beginning

ginning or end; Example, *alter*,
oratory. Plate 1st. No. 7.

R U L E III.

The letter *c* always sounds either hard as *k*, or soft as *s*, (excepting when followed by *h*) therefore it is express'd by *k* or *s*, according as it sounds. Example, *concern*, *certain*, *practice*, &c. No. 8.

R U L E IV.

When two consonants of the same kind meet together, only one of them is written. Example, *common*, *attend*, No. 9.—But when there are two consonants of the same kind, with a vowel or diphthong between them, in that case the consonant is
made

made a double length. Example, *memory, tutor, none, &c.* No. 10.

R U L E V.

R when joined to another letter is made the same as *s* only upwards, and *s* downwards.—The use that is made of the small common *r* in the Alphabet is, when there is not another consonant in the word, as *air, our, &c.* and likewise when there are two with a vowel or diphthong between them, as *error, prayer.* No. 11.

R U L E VI.

The *ff* character is always to be used wherever there is occasion to write a double *s*, though the
spelling

spelling be *fus* or *fys*, when the sound is similar to the above character.

Example, *process*, *system*, *suspect*, &c. No. 12.

R U L E VII.

Y, when at the end of a syllable (being then a vowel) is express'd the same as other vowels, therefore it is never to be written but when it begins a syllable.

R U L E VIII.

The letter *m* in every case will answer for the Termination *ment*. Example, *appointment*, *commandment*, &c. No. 13.

D

RULE

R U L E IX.

G and **h**, when meeting together, are silent for the most part, but sometimes they sound *f*, as *cough*, *enough*, &c. in such cases they are written with *f*. No. 14.

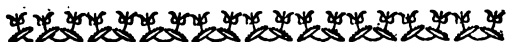
R U L E X..

All compound words are written singly, such as *not...with...standing*, *some...times*, &c.

To prevent mistakes, proper names (unless such as we are well acquainted with) may be written in Long-hand.

All the points that are made use of
in

in common writing, may be used here, as they do not interfere with any of the Short-hand characters, unless a period, which may be signified by a wider space. The specimens, Plate 6 and 7, are pointed in the common way, only a full stop is express'd by a more than ordinary space; the other plate is not pointed, but the full stop marked in the manner above-mentioned. — When dispatch is required, there is no time for pointing, neither is there any absolute necessity for it, unless a full stop; the rest may be marked afterwards, if judged necessary.



Of R E A D I N G.

WITH regard to the reading of Short-hand, it appears to a Learner more difficult than writing; but by a little attention and practice, it will become as easy as Long-hand.—Several reasons have been urged why Short-hand cannot be read with so much fluency as the common way of writing, particularly as it is written without vowels; but that the difficulty of reading Short-hand does not altogether depend upon want of the vowels will appear, by writing a sentence in Long-hand, only inserting such consonants

sonants and vowels as are made use of in Short-hand, writing those words in full that the letters in the Alphabet stand for; not so much difficulty will be found in reading it as might be imagined. — It is practice alone that makes even Print so familiar, that we read it with so much ease; when a person is accustomed to reading, the letters and words are so impress'd on the mind that he readily knows them without spelling*. — The same holds with

D 3 respect

* It would be unreasonable to expect that one who had made little more progress in learning the English language than a knowledge of the Alphabet, he should read a sentence freely. — It would be equally wrong in the present case for me to imagine he should read Short-hand (which perhaps he has only practised a few weeks) with that freedom he can Long-hand, which he has been practising for a series of years.

respect to the reading of Short-hand, when once a person can write it with the same freedom he can Long-hand, the reading will be easy in proportion.—Before the learner attempts to read Short-hand, he must first write it with some degree of ease; to endeavour to read before he can write, would only be embarrassing himself with that which will follow of course.

When the learner first begins to read what he has written, he must proceed letter by letter, till such time as he knows the word by sight.—To assist in the reading we must carry the sense of what goes before in our mind; if the learner is any time at a loss, he is desired to write the same letters in
Long-hand,

Long-hand, but by practice the Short-hand will soon become so familiar, that he will be under no necessity of writing the letters in Long-hand, to assist him in decyphering.



OF ABBREVIATIONS.

IT is recommended to the Learner to write what he intends laying aside, according to the directions before given, and though in that way a great deal of time will be saved, yet in order to render it still more concise, both words and sentences may be contracted, and at the same time leave the writing quite intelligible.—In proportion to one's knowledge of the subject they write, the greater liberties may be taken.

By attending to the following
simple

simple Rules, much time will be saved,

First, Write only the radical part of a word, or so much of the word as will convey its sound;—words of two or more syllables may be greatly contracted, and what goes before, or follows, will supply what is wanting. —Example, *circumstances*, the two last syllables may be left out; again, *symptoms*, by writing only the first syllable the whole will be understood, as the sense will supply it.

Second, Not only words may be contracted, but likewise sentences; if by writing the radical part of a word it is left intelligible; in like manner, by only writing the radical
part

part of a sentence, many words may be left out which the sense will fill up.

Third, Although the letters of the Alphabet are only appropriated to a few words, yet they will stand for any word where the sense will supply it: By writing, only, such words in full which the sense chiefly depends upon, the initial of other words necessary to be inserted, will express the whole, as many words in our language have so much dependence upon, and connection with each other, that by writing one word in full, the initial of the next will be sufficient to express it.

Fourthly, When there is an immediate repetition of any word or sentence,

sentence, write it only once, and draw a line under that word or sentence to shew that it is repeated: If a sentence is at different times repeated in a discourse, after you have written it once, write afterwards only the beginning of such sentence, with this common mark, &c.

Every person's own understanding will direct him how to contract in this way, as well as abbreviating in the common way of writing.—Liberties in contracting are only to be used when occasion requires, and a thorough knowledge of the subject they are writing will admit of it, without the hazard of being unintelligible.

When a person first makes trial
to

to write after a public speaker, he ought not to be discouraged, though he fail in his first attempt, but let him be content to take the substance of what is then said, and by perseverance and practice, he will come to write more and more, till at last he will be able to satisfy himself. On his first attempt, he will perhaps be so confused as may prevent him writing with that expedition he can when by himself, but he must guard against that timidity, and not be too anxious of writing every word that is spoke till he be thoroughly master of it, and content himself with writing the heads of a discourse till he can write the whole.

Altho' the rules here given are few and simple, yet they will be
found

found more serviceable and easier reduced to practice, than the long, elaborate, and perplexed rules, which most writers on this subject have given.—It has been my chief study through the whole to render the Art simple and easy, using the utmost brevity, consistent with perspicuity, that the meanest capacity may comprehend it.

Hitherto we have taken no notice of figures; the figures commonly made use of, are in themselves arbitrary characters for the numbers they express.—All the advantages that could be obtained by having another set of figures than those in use, would be so very trifling, that it is not worth while giving the learner any trouble about them.—But as one important
use

use of Short-hand to some people, is making secret memorandums, it may be of some use to such to have numeral characters, different from those commonly used; therefore those who chuse, may apply the four streight lines, and four semicircles, also the character for *th*; apply these characters to represent nine figures, and an *o* for X; these may be joined in the same manner as when writing words.

There are but few specimens given, that the learner thereby may be the more induced to copy something himself, which will be a means of making him not only ready in joining the letters, but likewise read them with greater facility when put together in words.—They are written

ten large and open, that they may be the better understood, but the smaller the letters are made, studying due proportion, they are sooner wrote, and appear more beautiful.

F I N I S.



E R R A T A.

Page 16, Line 4, *for then read than.*

Page 28, Line 16, *for fix read five.*

Page 39, Line 8, *for her read here.*

The ALPHABET with Prepositions & Terminations.

		be or by	Examples refer'd to	
	~	do	in the preceding Pages	
r V	~	for	N ^o	
J	9	God	1	
	6	have	2	-1 \ /
Q	~	know	3	φ ⊕
	~	Lord	4	< ^
	\	me, my	5	= 9 f
	-	and	6	9 8 6
	p	peace	7	W. N.
	r	are or or	8	~ H 9
	/	Son or Sun	9	~ 6
		that	10	V. V. -
	2	with	11	11 8
	2	example	12	W 2 7
	2	ye or you	13	2 2
I	r	the	14	2 -
I	✓	shall		
I	c	such		
3	~	says		
7	-			
2	~			



THE HISTORY OF THE

REIGN OF
HIS MOST EXCELLENT MAJESTY
CHARLES THE FIRST
BY
JAMES HALLAM, ESQ.
OF THE MIDDLE TEMPLE, ESQ.
IN PARLIAMENT
SERVED.
IN TWO VOLUMES.
LONDON:
PRINTED BY J. STURGEON, ST. MARTIN'S LANE, IN THE Strand.
1764.

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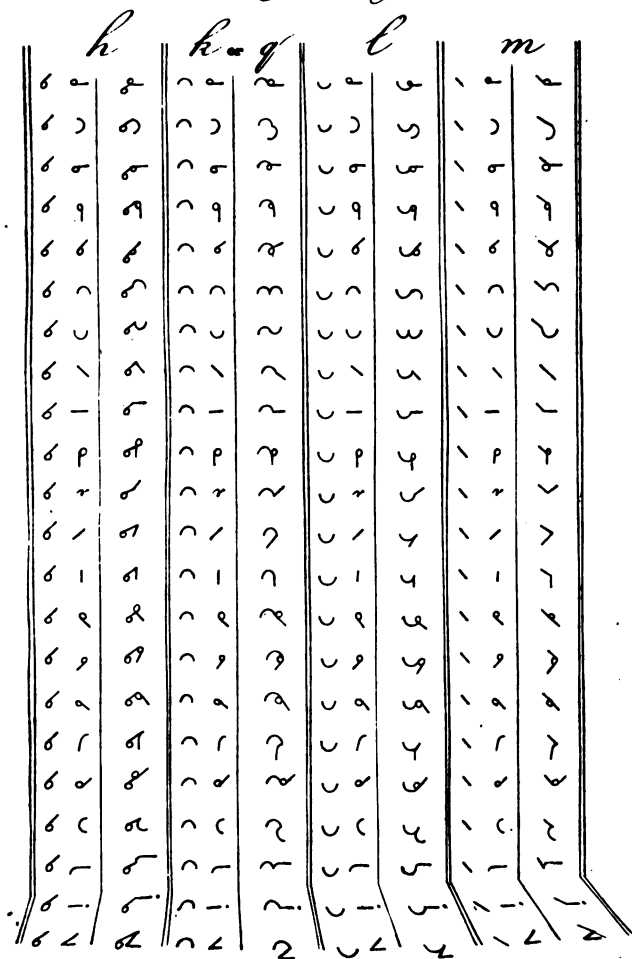
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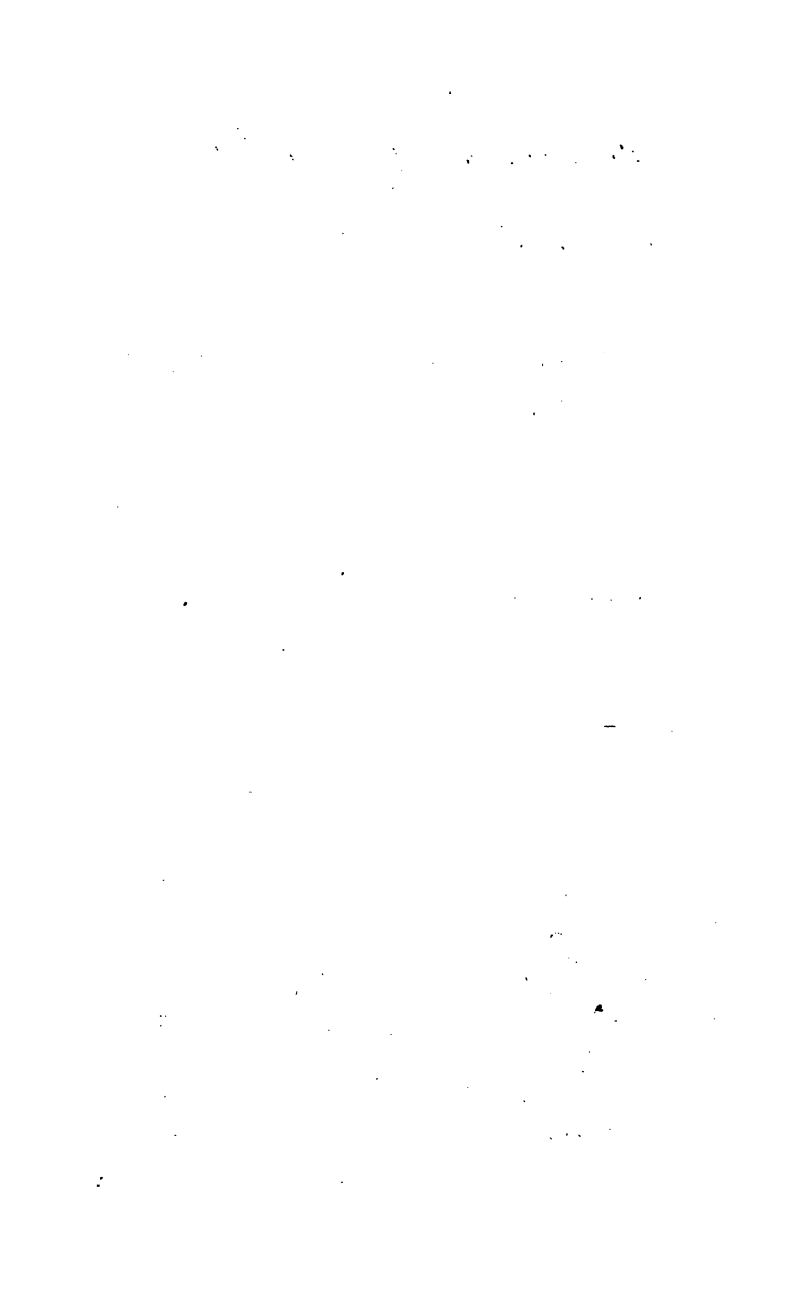
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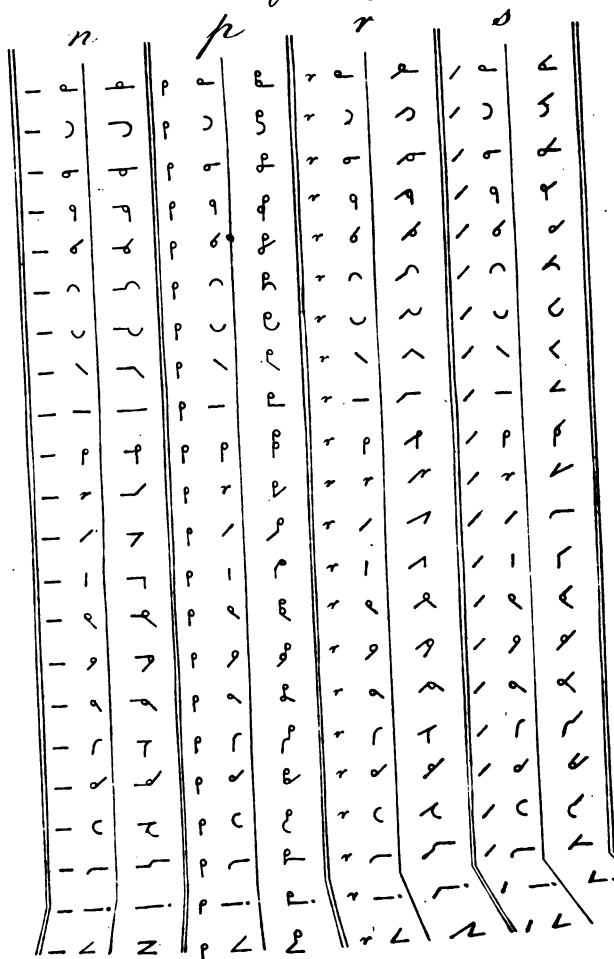
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The manner of joining the letters.





The manner of joining the Letters.



the first of these is the fact that the
 the second is the fact that the
 the third is the fact that the

the fourth is the fact that the

the fifth is the fact that the

the sixth is the fact that the

the seventh is the fact that the

the eighth is the fact that the

the ninth is the fact that the

the tenth is the fact that the

the eleventh is the fact that the

the twelfth is the fact that the

the thirteenth is the fact that the

the fourteenth is the fact that the

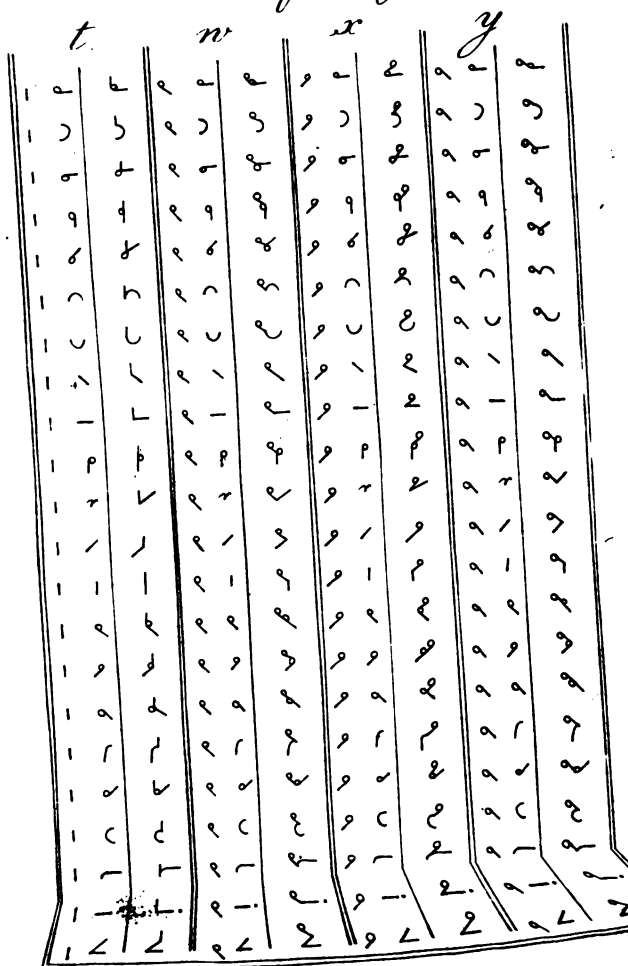
the fifteenth is the fact that the

the sixteenth is the fact that the

the seventeenth is the fact that the

the eighteenth is the fact that the

The manner of joining the Letters.



Handwritten text, likely a list or ledger, with multiple columns and rows of entries. The text is written in cursive and is mostly illegible due to the quality of the scan. The entries appear to be organized into columns, possibly representing different categories or items. The overall structure suggests a detailed record or inventory.

✓ - 6 ✓ 1. 22

[illegible]

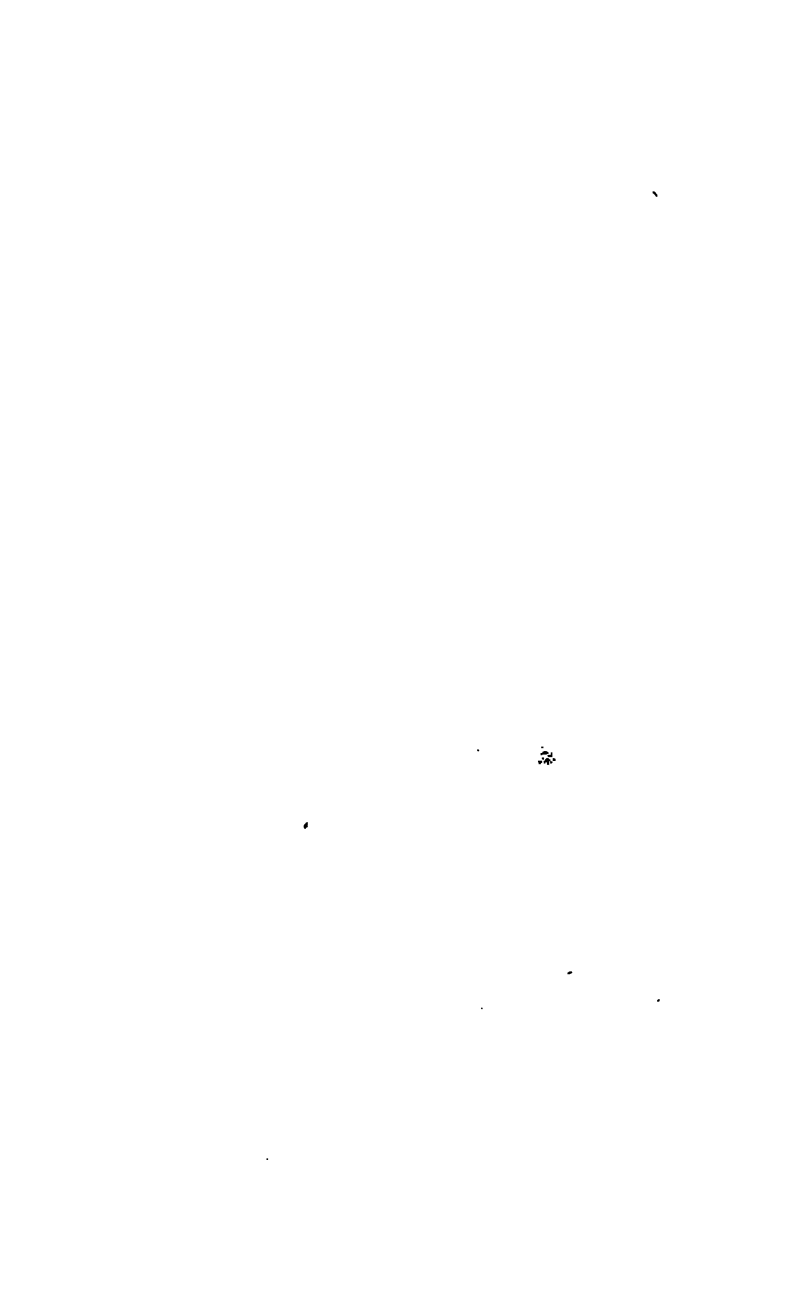
W. A. R. S.

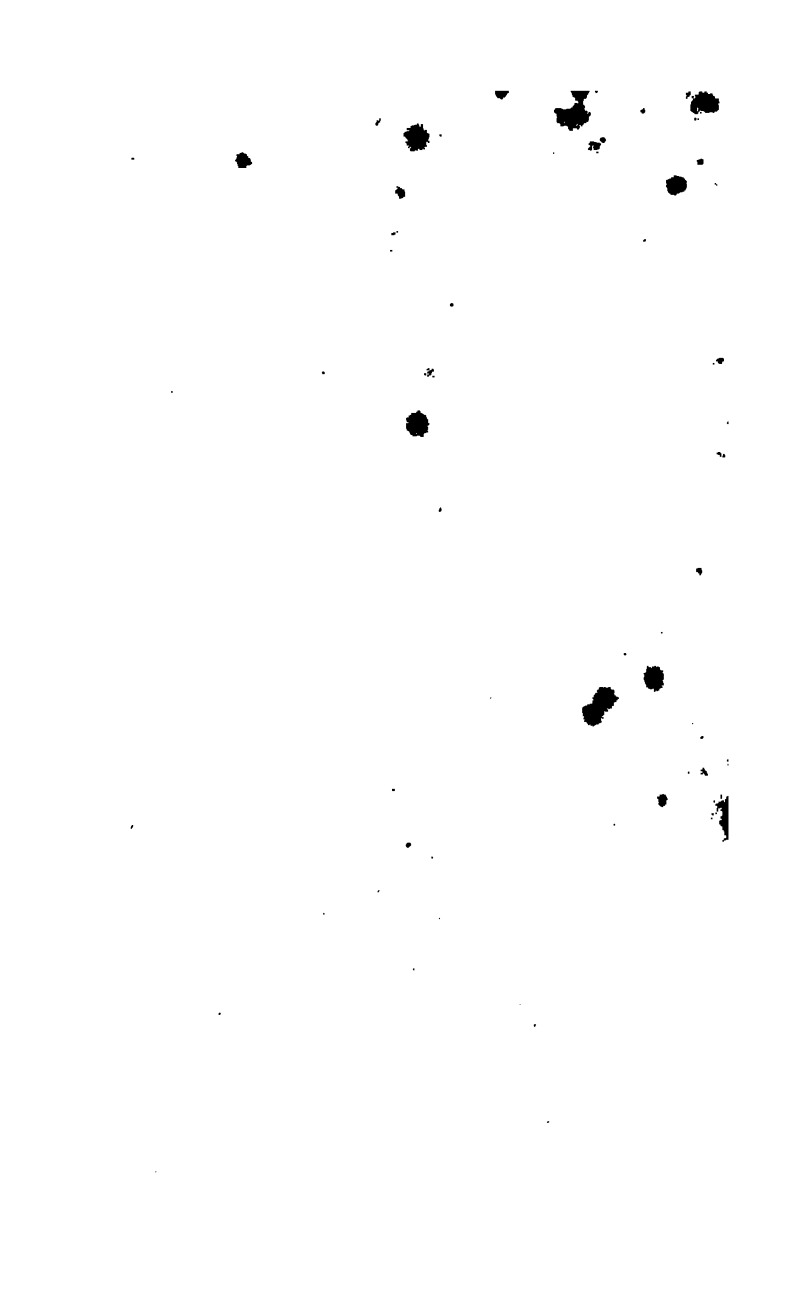
Job. Chapter. 14.

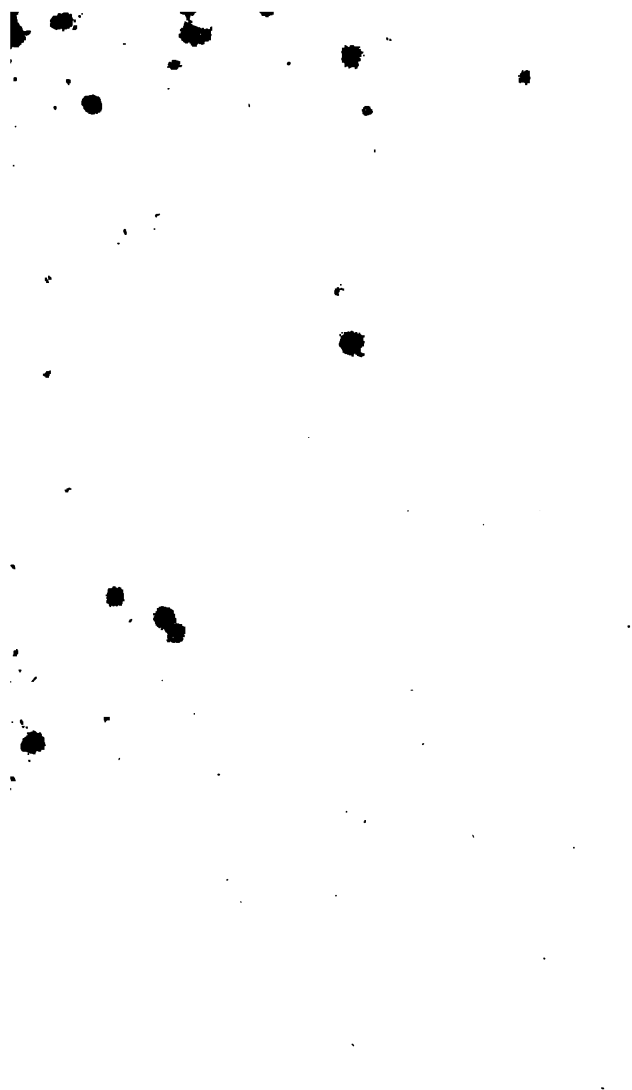
[illegible]



[illegible]







1 v 4/6



